

Adult Education Basic Program

Revised 9.10.10 Effective 10.01.10

Adult education empowers individuals to become self-sufficient, with skills necessary for future employment and personal successes.

The intent of adult education within the state of Utah is to provide programs that are strong in intensity and rigor, allowing for individualized instruction of all students at their academic, social and emotional functioning level. Student success is a result of maintaining integrity in the quality of staff and programming and community involvement.

By applying for and accepting state and/or federal funding, programs agree that they will adhere to the signed program assurances and will uphold and follow the policy and directives of the Utah State Office of Education (USOE) and the Utah State Board of Education in fulfilling the above intent.

To ensure compliance with the state's expectations, programs will participate in a program site monitoring, at a minimum, every three years or more frequently as determined by the Utah State Office of Education – Adult Education Program Services staff, the state superintendent and/or the Utah State Board of Education. Program outcome desk audits are conducted monthly by the adult education specialist assigned to the program as a technical assistant.

A program's basic plan should be reviewed annually and submitted at the time of the program site monitoring to the USOE – Adult Education Program Services.

The following components are considered essential for an adult education basic program:

- Maintenance of a written program plan that defines realistic program goals that are understandable, measurable and achievable. The goals are to be reviewed and updated with the program's local advisory committee annually, at a minimum.
- Standards are to be developed and implemented related to fiscal policy and management; personnel hiring and licensure; student recruitment, retention and assessment; curriculum development and implementation; professional development and delivery; and community connections, including the development and maintenance of memorandums of understanding with the business community and the Department of Workforce Services (DWS).
- Procedures for completing the annual fiscal and compliance independent audit.
- Standards pertaining to the local advisory committee/consortium, including committee/consortium makeup, purpose, and number of meetings; recording and distribution of minutes; etc.

- Compliance with USOE board rules and policy and procedures that apply directly to adult education programs including submission of reports, day-to-day procedures and practices, etc.
- Maintenance of an active advisory committee/consortium that provides guidance to the program, including review of the state and/or federal plans prior to submission to the Utah State Office of Education.
- Standards to develop and maintain an active enrollment of at least 12 students through recruitment and community partnerships.
- Process to manage and facilitate the maintenance of required documentation in all student files validating student outcomes as outlined in Personal Data/SEOP – Tab B of the policy and procedures guide.
- Written program procedures for assuring the security of tests and student records.
- Develop, review and update the SEOP for each student as needed but at a minimum annually.
- Develop, implement and refine the curriculum in the areas of program grant awards for ESOL, ABE and/or AHSC.
- Research and obtain a curriculum that is designed specifically for the adult learner.
- Develop and implement a professional development plan at the local level for both teachers and paraeducators that is specific to adult education.
- Conduct student surveys or program data matches to validate program outcomes as required by the USOE and Office of Vocational and Adult Education.
- Develop a written plan for active program participation at adult education regional and state meetings for directors, coordinators, and program staff.